

DEPARTMENT OF PLANNING AND PERMITTING

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POWER, DUTIES AND FUNCTIONS

The Department of Planning and Permitting (DPP) is responsible for the City and County of Honolulu's long-range planning, community planning efforts, administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and City standards and regulations pertaining to infrastructure requirements. The Department is comprised of seven strategic groups: Administrative Services Office, Honolulu Land Information System, Customer Service Office, Planning, Land Use Permits, Building, and Site Development Divisions that conduct the planning, zoning and permit issuance for the City and manages the Geographical Information System (GIS) used by various governmental agencies and private businesses. The Department also operates with the assistance of four various commissions, boards, and committees.

The Planning Commission holds public hearings and makes recommendations through the Mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and Zoning Ordinances. The Commission holds public hearings, makes recommendations on state land use district boundary amendments for parcels of 15 acres or less (other than conservation districts), and approves state land use special use permit applications for changes of land use on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the Director of the Department of Planning and Permitting (Director) in the administration and enforcement of zoning, shoreline, subdivision ordinances and regulations.

The Building Board of Appeals (Board) hears and determines appeals from actions of the Director in the administration and enforcement of Building, Electrical, and Plumbing codes, appeals from actions of the Fire Official in the enforcement of the fire code. The Board also hears and determines requests for variance from provisions in the building and related codes.

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

HONOLULU LAND INFORMATION SYSTEM ("HoLIS")

DUTIES AND FUNCTIONS

HoLIS provides direct support for maintaining and updating GIS data required for all City Departments. HoLIS is responsible for the following functions:

- Oversee and direct City wide policies regarding the development and implementation of the GIS;
- Manage and direct the operations of the Department's automated permit tracking and management system;
- Manage and maintain the GIS and the Department's Internet web sites;
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps;
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production;
- Integrate data and information from external databases of the City and from other agencies with GIS and Departmental land record information;
- Provide assistance and consultation to develop and define specifications for GIS applications and projects;
- Coordinate with all Departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users;
- Implement policies for the distribution of GIS data to the public and private industry; and
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

AutoPermits

As part of an effort to maintain a comprehensive and integrated land information system, the HoLIS program continues to provide key management and technical support in the development and use of the Department's Automated Permit Tracking and Management System (AutoPermits). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of Departmental permits. Below are statistics of production from the POSSE system:

	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>
New POSSE Jobs.....	68,328	70,624	78,138	84,198
New POSSE Data.....	3,390,904	3,504,848	3,877,744	4,178,483
Percentage Change.....	8.5%	3.4%	10.6%	7.8%

AutoPermits

The AutoPermits program continues to expand to allow other governmental agencies, private businesses, and the general public access to permit records and information using Internet technology. The Department's Internet permitting program called HonLINE was expanded to allow the ability to apply, pay, and print permits using the Internet. Below are data illustrating the expanding use of the Department's web site:

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>
Number of Permits issued using HonLINE:	1,843	2,824	4,218
All Permits Issued by % (Permit Counter vs. HonLINE):	12.5%	17.3%	27.8%

HonLINE's Increased Value for FY09 compared to FY08:

Percentage of Total Permits Issued:	53.2%
Annual Total Revenue:	\$429,808.50 or 53.4%
Monthly Average of Total Revenue:	\$35,107.26 or 60%
Labor savings:	395 work days or 60%

AutoPermits (Historical Document Scanning)

Continuing with the overall AutoPermits project, the Department continues to scan historical hard copy documents and current permit application documents into digital image formats for it to be accessible from the City's computing systems. Land Use Permit documents and files were recently scanned and indexed, and are now linked to the POSSE program through its permit jobs and tax map keys. HoLIS is providing the lead contract and technical support to this project. As to date, there are over six million documents stored in the system.

DEPARTMENT OF PLANNING AND PERMITTING WEB PAGE

Customer services are continually enhanced through the Departmental web page, www.honoluluodpp.org. The HoLIS program coordinates the design, development, and management of this web page. The web page is open to the general public and is currently capable of downloading all information regarding the various types and requirements of various Building Permits ("permits"), also to download all permit application forms required to apply for the various permits available.

	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>
Total Hits on Web Page:	5,821,156	12,834,392	16,572,171	20,735,605	19,542,956
Percentage Change:	N/A	120%	29.1%	25.1%	-5.8%

Enhanced GIS Internet Web Site

The City's GIS web site <http://gis.hicentral.com> was redesigned with new functions to further expand the value and capabilities. One of the newest functions recently installed is an online mapping program which is compatible with the Department of Homeland Security standards in order to use local GIS data that would be easily accessible to them and shared with other Federal agencies for emergency planning and response operations. The web site also provides the general public (i.e. realtors, developers, retail businesses, engineering companies and the movie industry) specific geographic information to assess location characteristics and information for community and educational programs. The statistics below illustrates the performance of this site, and is revised to account for the number of visits and page views the web site receives annually.

	<u>FY09</u>
Total Visits to the GIS Web Site.....	159,468
Total Page Views	427,002

Storm Water Quality Data Conversion

HoLIS has completed the latest data update of the GIS Storm Drainage data set to produce a current and accurate accounting of Oahu's storm drain assets and facilities utilizing hard copy maps, as built drawings, and an updated GPS survey of the City's storm water facilities. HoLIS is currently improving its programs to include the ability to perform upstream and downstream tracing of the MS4 network, and to continue integrating the network with other State and military facilities. Some of the information that is available for use includes:

- A total of 57,512 structures and 55,244 conduits currently exist in the City's GIS MS4 database.

CityView 9 User Interface

HoLIS continues the development and deployment of improved and revised user interfaces to the City's geo-database. The CityView9 User Interface uses the most recent software capabilities to allow easier and faster access to over 70 map data layers and digital aerial imagery. With frequent training sessions, over 200 City personnel are currently utilizing the CityView9 program.

Pictometry Imagery

HoLIS was instrumental in the completion of the most recent Pictometry aerial imagery by contributing specifications, identifying requirements, coordinating implementation, overseeing the quality review, and finally deploying the program. The imagery in this latest version shall provide first responders and emergency operations unique detailed oblique views and overhead aerial photos for the entire Island of Oahu. The imagery will also be utilized for tax assessment, permit inspection, transportation planning, and other City services that will benefit significantly from viewing higher and more detailed resolution aerial imagery.

Homeland Security Project Support

HoLIS's program responded to several emergency situations in this fiscal year and has provided the continued assistance to the Department of Emergency Management (EMS) to access maps required to assist them with emergency planning and response efforts. HoLIS is also initializing a new program in association with the City's Emergency Operations Center (EOC) in the enhancement of geospatial technologies. With its use and access to updated geospatial information, this program will assist HoLIS with updating, organizing, and standardizing of geospatial data for use with homeland security, emergency response, and public safety programs.

Other Ongoing Major Projects

- Street and Site Addressing Business Process Enhancements;
- Regulatory, Tax, and Historical parcel mapping;
- Enhanced 911 ("e911") Dispatch System Map Updates;
- Honolulu Fire Department ("HFD") Accreditation;
- City Land and Building Asset Assessment and Mapping; and
- Remnant Parcel Identification and Mapping.

HoLIS's Work Loads and Map Production

HoLIS's responsibilities are to provide data maintenance and map production services to all City Departments and customizing new or existing programs to their mapping and data requirements. HoLIS's work request totals increased significantly, compared to the previous fiscal year. Increase in the number of work requests, maps, and jobs over several fiscal years is illustrated below and depicts the growth in demand for GIS services, and the increased responsibilities for updates to various GIS data layers. It should be noted that since the GIS program is widely available to City personnel via the Internet as well as to other desktop programs, users that produce map products without assistance from HoLIS, are not accounted in the table illustrated below.

	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>
HoLIS Work Requests	606	369	404	450	376	303	474
Maps Produced.....	499	885	512	802	494	350	537
GIS Data Maintenance Jobs.....	433	374	203	341	482	416	689

CUSTOMER SERVICE OFFICE

DUTIES AND FUNCTIONS

The Customer Service Office (CSO) operates a consolidated permit counter to handle customer inquiries about various permit requirements and forms, process residential and other minor permits, intake permit applicants/plans to be routed to other appropriate divisions, and to collect all permit fee payments; operates as the Department's information center that maintains historical and current records pertaining to the City's properties and permits, which are also available for the general public's use; conduct research, gathers evidence, and prepares documentation to administer the code enforcement civil fine program; inspects existing buildings, apartments, dwelling and structures in response to customer complaints, requests for investigation for possible violations of various codes, requirements, rules, regulations, referrals from other Government, State Departments and Agencies to inspect establishments in conjunction with its programs for licensing. The CSO is comprised of five branches: Permit Issuance, Data Access and Imaging, Code Compliance, Residential Code Enforcement, and Commercial and Multi-Family Code Enforcement.

Permit Issuance Branch

Duties and Functions

The Permit Issuance Branch (two locations: Honolulu and Kapolei) greets customers, directs them to the appropriate service counter and provides information/forms on various permit requirements; processes/issues minor permits over the counter; accepts, reviews, and inputs permit application information for major or complex projects; if requested, they will also coordinate consultation meetings between customers and technical staff; and collect all permit-related fees and receipt issuance.

Accomplishments

The Permit Issuance Branch issued 15,146 permits which generated total construction valuations of \$1.5 billion this fiscal year, as compared to the 14,333 permits issued generating total construction valuations of \$1.9 billion from the previous fiscal year. Although this represents an additional 813 permits issued or a 5% increase for this fiscal year, the total construction valuation of those additional permits decreased to \$397,915,878 or less by 21%, when compared from the previous fiscal year.

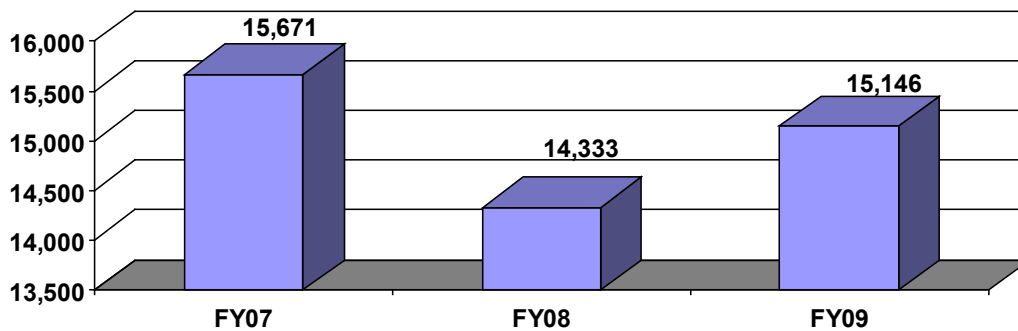
The decrease in total construction valuations for the past two years are mainly due to the continuing slump in the state's economy, and is also attributed to the decreasing number of permits for building occupancy groups, particularly for new hotel room construction and new school construction. In contrast, total construction valuations for permits for the alteration and repair for existing schools increased dramatically to \$70,618,442 this fiscal year, as compared to \$47,150,203 from the previous fiscal year.

Surprisingly, solar permits continue as the most popular trend for home remodeling in this fiscal year. The total number of permits issued to install solar products almost doubled to 4,332, boosting the total construction valuation to \$94,073,335 for this fiscal year, as compared to the 2,975 permits issued generating construction valuations of \$88,747,668 for the previous fiscal year. Reasons for this continuing trend are attributed to the rising popularity of the Department's Internet permitting program called HonLINE which was recently improved to allow customers to apply, pay and print more types of minor permits 24 hours / 7 days a week from the

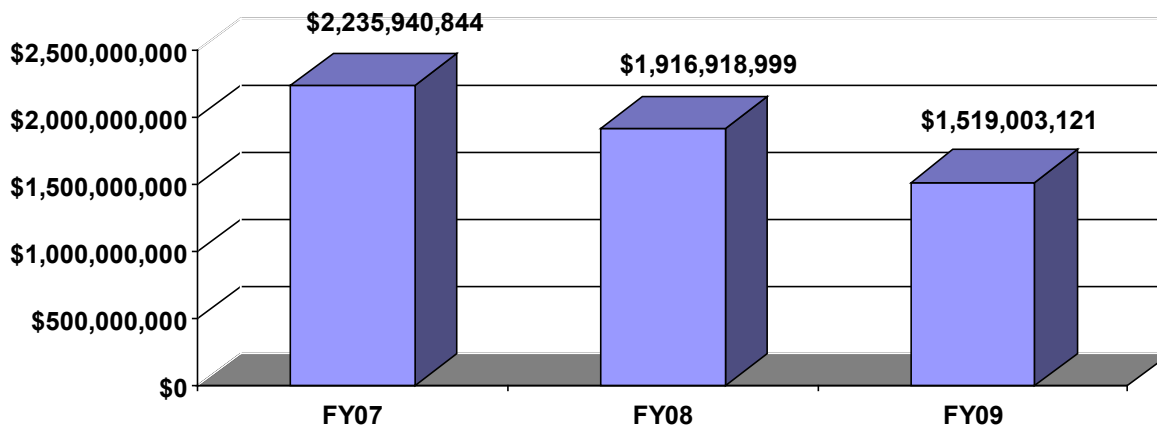
convenience at home or the jobsite using the Internet, and as well as multiple rebates from the government and target marketing/ specials/deep discounts from various name brand companies for the installation of solar products.

The Permit Issuance Branch performed the following major activities:

Number of Building Permits Issued



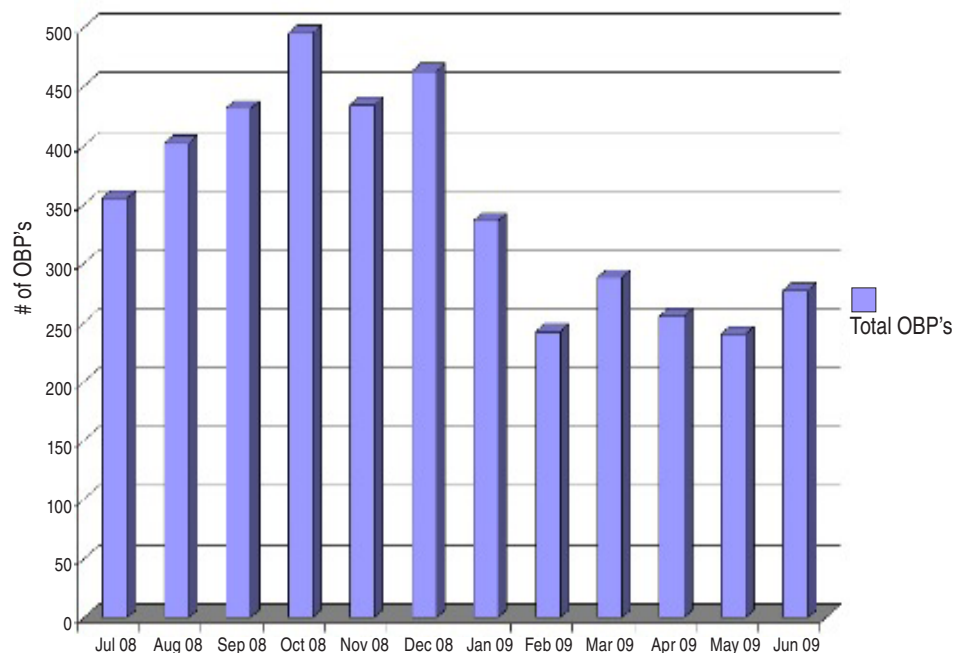
Total Approved Construction Value from Building Permits Issued



Permit Streamlining

- HONline – Available for use by the general public in late February 2006 through the DPP web page, HONline allows licensed contractors the convenience to apply, pay and print several types of minor permits for single-family residences instead of waiting in line at one of the permit centers. The following table shows the number of permits issued through HONline in this fiscal year.

Number of On-Line Building Permits Issued by Month



- Shoreline Review –The Permit Issuance Branch reviews all single-family permit applications involving the location of structures in proximity to the shoreline setback line. Review and issuance of this type of permit has been facilitated by an electronic inventory of all shoreline properties that are available on the POSSE system. There were 232 shoreline-related permits were issued this fiscal year, at an average of a one day turnaround.

Data Access and Imaging Branch (“DAIB”)

Duties and Functions

DAIB’s main responsibility is to help the general public to utilize a consolidated historical permit record archive and providing customer service for the following: responding to inquires for the research, ordering, or utilizing the use of computer terminals and microfiche machines provided to the public with direct access to property and project information in the City’s land use management and optical records system for record access; permit inquiries; general permit requirements; permit and record research; reproduction of historical permits and/or records (if available); coordinates record management activities, including the storage, digital imaging, microfilming and archiving of permits and other records pertaining to properties and its structures; and operates an information center where public information materials, including various brochures, forms and instruction sheets are readily accessible to the general public.

Accomplishments

While it was possible that the mortgage/refinancing stimulus programs enacted by President Obama should have helped to buoy homeowner confidence, and, thereby, increasing the need for prospective homebuyers to request more property records, proved irrelevant in this fiscal year. The continuing decline of the State’s economy in this fiscal year, especially within the local construction industry seemed to heavily control the activity of this Branch. As a result DAIB experienced a slight decrease of inquiries primarily in the customer service and record access in this fiscal year. All decreasing by the following: number of phone calls by 3.4%; customers served by 0.1%; files retrieved for customers by 12.1%; construction plans accessed by 2.8%; and research requests received/processed by 1.4%. In contrast, DAIB experienced a significant increase of inquiries for the following: civil lawsuits/subpoenas/tort claims by 154.5%; and reproduction of permit records (documents by 159.7%; and maps by 111.2%).

Authorization of overtime in this fiscal year was essential allowing a skeleton crew of four employees (two position vacancies) to handle the growing backlog of researching records, and to maintain optimum customer service for patrons relying on DAIB to access, request and order reproduction of records. Without the authorized overtime, DAIB and the Department would have definitely been in violation of the Uniform Information Practices Act, which requires DAIB the maximum of ten business days to provide any requestor with access to government records.

Data Access and Imaging Branch performed the following major activities:

	FY08	FY09
Phone Calls Received	34,440	33,293
Walk-in Customers Served	20,949	20,926
Number of Files Retrieved for Customers	31,825	27,720
Copies of Maps Made.....	9,488	10,551
Copies of Document Pages Made	59,767	95,447
Construction Drawings Accessed	47,131	43,912
Research Requests	12,798	12,627
Subpoena’s Received/Civil Suits/Torts.....	196	303

Code Compliance Branch

Duties and Functions

The primary objective of the code enforcement program is to obtain compliance for all violations. Enforcement measures are either Administrative (Civil Fines) or Judicial (Prosecuting Attorney’s Office). When appropriate, a Notice of Violation (NOV) is issued by an inspector for infractions, including any violations to the shoreline and special management area ordinances. If the NOV’s are not corrected within a required period of time, a Notice of Order (NOO) is issued to these violators. Considered the first phase of this Branch’s code enforcement initiatives, past due NOO’s and NOV’s are referred by inspectors to this Branch and civil fines are assessed. The Branch conducts research, gathers evidence, and prepares documentation to enforce the civil fine. Except for rare occasions, administrative measures are preferred to judicial means. In rare cases, the second phase of this Branch’s code enforcement initiatives are utilized to ensure compliance: the referral of cases to the City’s Corporation Counsel (COR) for legal action; attachment of the assessed civil fines to taxes, additional fees and charges administered by the City; administrative lien of the assessed civil fines placed on the property; and the referral of cases to the City’s contracted collection agency.

This Branch is responsible for conducting field inspections to continually update the seawall inventory and shoreline construction with photographic archives to use for future permit applications where the property is placed near to the shoreline area to determine applicability of shoreline setback regulations. This Branch is also responsible for processing and renewing Nonconforming Use Certificate (NUC) applications. The NUC’s are issued to allow the continuance of legal short-term rental units. The NUC’s are renewed on even numbered calendar years with the last NUC renewal completed on October 15, 2008.

Accomplishments

The Code Compliance Branch issued 2,643 NOV’s this fiscal year. Of this total, 359 NOV’s were then issued NOO’s for the non-compliance. Of the 359 NOO’s issued, 34 delinquent violators were referred to the City’s Corporation Council for legal action and

cancelled as erroneous referrals. Of the remaining 325 delinquent NOO's issued, 175 cases were closed. These closed cases resulted in the collection of \$248,626 in civil fines for this fiscal year.

Currently, there are 935 active NUC's on Oahu (882 transient vacation rentals and 53 bed and breakfast units). The processing fee collected in this fiscal year for these NUC renewals were \$374,000 (\$400 for each NUC renewal).

Residential Code Enforcement Branch

Duties and Functions

The Residential Code Enforcement Branch conducts inspections of existing dwellings and structures in residential, country, and agricultural districts in response to customer complaints and requests for investigation for possible violations of the housing code, zoning code, building code, vacant lot, sidewalk, driveway, litter, graffiti, house number, posters and relocation assistance regulations.

Accomplishments

The Residential Code Enforcement Branch performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Number of Complaints Investigated	4,207	4,191
Number of Initial Inspections (Housing Units)	1,828	1,300
Number of Units with Housing Code Deficiencies	299	316
Number of Units with Housing Code Deficiencies Corrected	243	287
Number of Units Demolished	21	29
Number of Zoning Violations Issued	207	135
Number of Zoning Violations Corrected	182	173
Number of Inspections of Vacant Lots	134	134
Number of Vacant Lots for which Notices of Violation were Issued	62	66
Number of Vacant Lot Violations Corrected	57	55
Number of Inspections of Sidewalk Areas	2,448	2,721
Number of Inspections of Illegal Signs	479	322

Commercial and Multi-Family Code Enforcement Branch

Duties and Functions

The Commercial and Multi-Family Code Enforcement Branch's main responsibilities are to:

- Enforce applicable codes and regulations through investigations and inspections that are normally initiated from complaints or requests from the public, referrals from other government agencies and requests from others for licensing by the CSO as required by local ordinances or State statutes;
- Inspectors from this Branch will check up on requested establishments, prepare and issue building inspection reports in conjunction with licensing programs of the State Health, Education, and Social Services Departments for their proposed and licensed facilities (Care Homes, Adult Residential Care Homes, Day Care Centers, Elderly Care Centers, Institutional, Private Schools, etc.);
- Inspect apartments and other residential buildings to satisfy the condominium property regime (CPR) requirement for conversions to determine whether the building met all applicable building and zoning code requirements at the time of their construction and whether any variances or other permits were issued for any deviations;
- Inspect existing buildings and structures for possible violations of the Building Code, Housing Code, Zoning Code, sidewalk and swimming pool enclosure regulations;
- Evaluate buildings for the Department of Budget and Fiscal Services for relocation, disposition or acquisition; conduct inspection of illegal signs in industrial, commercial, apartment, and mixed use districts;
- Conduct inspection for reported violations and postings of required signage in existing buildings and facilities; and
- Follow up on the Fire Department inquiries on existing buildings.

Accomplishments

The total number of complaints received increased by 16% in this fiscal year. Most noticeable was a 76% increase in the number of requests for care homes, day care centers, etc., that are licensed by the State and a 39% increase in sign complaints. NOV's, along with their related inspections and referrals, have remained relatively unchanged compared from the previous fiscal year.

The Commercial and Multi-Family Code Enforcement Branch performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Sign Complaints.....	686	853
Other (CPR's and Smoking Ordinances).....	227	206
Number of NOV's Issued	295	363
Number of NOV's Corrected.....	297	310
Number of NOV's Referred to COR	58	76
Number of Follow Up Inspections	4,139	4,202
Number of Inspections for State Departments or other Agencies		
Licensing.....	124	224
Condominiums.....	238	207
Special Assignments Accepted.....	2	50
Other Misc. Assignments	3	4

PLANNING DIVISION

DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare, regularly evaluate, and update the long-range regional development plans;
- Represent the City in State land use boundary amendments for parcels greater than 15 acres;
- Process applications for:
 - State land use boundary amendments for parcels equal to or less than 15 acres;
 - Revisions to the regional development plans and sustainable communities plans;
 - Public Infrastructure Map (PIM) amendments;
 - Zone changes;
 - State special use permit requests; and
 - Zoning district boundary adjustments.
- Monitor and administer conditions of approval associated with the above actions, including affordable housing and urban design plan requirements;
- Develop community-based special area plans for selected neighborhoods, including Transit-Oriented Development (TOD) neighborhood plans in conjunction with rapid transit;
- Review the Executive Capital Improvement Program and Budget for conformance to the General Plan and development plans;
- Prepare an annual report of the current status of land use and other data pertinent to the implementation of development plans;
- Develop land use forecasting models to prepare forecasts of population, housing, and employment based on land use policies expressed in the Oahu General Plan and the development plans. These forecasts are used as the land use basis for the Oahu Regional Transportation Plan and other long-range infrastructure master plans;
- Provide assistance to the Oahu Metropolitan Planning Organization (OMPO), with respect to land use and population planning issues, and participate on various standing and ad hoc OMPO Committees; and
- As the City's liaison to the U.S. Bureau of Census, develop products to make the census data relevant to planning applications and more useful to the public.

ACCOMPLISHMENTS

Long Range Policy Plans

Five-year reviews are continuing for the Ewa Development Plan (DP), the Sustainable Communities Plan (SCP) for East Honolulu, Central Oahu, North Shore, Koolau Loa, and Waianae. The Plan for Koolaupoko should begin during Fall 2009.

As the Department representing the City before the State Land Use Commission (SLUC), the Planning Division continues to coordinate upcoming petitions before the SLUC, including the Horton-Schuler East Kapolei project called Ho'opili, and the re-submittal for Koa Ridge in Central Oahu. Processing of zone changes continues for the University of Hawaii West Oahu project, and the last increment of Campbell Estate lands in West Kapolei, which consists of about 2,500 acres.

A contract was awarded to update the Oahu General Plan, which will evaluate several major issues, such as visitor industry, agriculture, and affordable housing.

Community-Based Initiatives

The Department has launched a TOD program in conjunction with the fixed guideway system initiative. It was also spurred by Ordinance 06-52 which requires TOD zoning be in place before land acquisition and construction funds to be appropriated for transit

stations. During FY 09, Ordinance 09-04 (introduced by the Department as Bill 10, 2008) was adopted, creating the framework for TOD planning and zoning. Also, the Department tracked and testified on 20 TOD bills at the State Legislature. It completed the public participation phase for the Waipahu TOD Plan in spring of 2009, and kicked-off the TOD planning effort for the East Kapolei Neighborhood TOD Plan, conducting one community workshop and two advisory committee meetings. New project web pages were created and a TOD "Frequently Asked Questions" page was posted.



As part of a contract under the Department of Budget and Fiscal Services, a consultant has been retained to study the potential "value capture" associated with land value increases resulting from the construction of a transit station nearby. This will help the City negotiate with private developers for community benefits close to transit stations.

Contract administration for the following planning projects continues for:

- Kaneohe Town Plan;
- Makaha Special Area Plan;
- Chinatown Implementation Plan, in association with the Office of Economic Development;
- Ala Moana/Sheridan/Kaheka Neighborhood Plan;
- Ewa Traffic Circulation Study; and
- Regional Development Plan Implementation Study, Phase One.

Functional Plans and Planning

The Division continued to support the following programs:

- The Board of Water Supply's (BWS) Watershed Management Plans which address the need for county water use and development plans required by the State water code, as well as the City requirement for an Oahu water master plan. Current plans address Waianae and Koolauloa and were finalized in FY 08, with formal adoption expected in FY 09. Plans for North Shore and Koolaupoko are expected next;
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu;
- State Department of Transportation's Sub-Statewide Transportation Advisory Committee. The committee serves as a forum for the State and County planning and transportation agencies to discuss relevant issues which they have in common;
- Serve as members of the OMPO Technical Advisory Committee, which advises OMPO on technical matters related to transportation planning; and
- Mayor's Affordable Housing Committee as resource staff.

Policy Research and Support

- Continued refinement of the Department's land use model to generate land use forecasts to support planning programs in the City and State. The latest effort involved updating the land use forecast prepared for the City's High Capacity Transit Corridor project to address transportation needs up to the year 2035. The updated forecast will be used as the land use basis for the 2035 Regional Transportation Plan of the OMPO;
- Completed review of addresses for the 2010 census as part of the Census Bureau's Local Update of Census Addresses (LUCA) program. The LUCA program enables the City to assist the Census Bureau to improve the completeness and coverage of the 2010 census by providing information based on local knowledge;
- Consultant completed the first of two phases of a contract to develop a system to update the Department's land use file. The system will enable changes in land use and other development events on the island to be tracked consistently over time; and
- Completed scanning of the historical plat maps maintained by the former Planning Department. These maps integrated land parcel boundaries and attributes with regulatory and statistical boundaries to facilitate historical research of land use.

The Planning Division performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
State Land Use Boundary Amendments		
Preliminary Reviews	1	1
Supplemental petitions processed	0	1
Amendments greater than 15 acres processed	4	5
Amendments of 15 acres or less processed	0	0
Zone Changes, Special Use Permits, Zoning District Boundary Adjustments		
Zone Change applications processed	14	10
Applications rejected	1	2
Application approved by City Council	4	6
Applications denied	0	0
Special Use Permit ("SUP") applications processed	3	2
Applications accepted	1	1
Applications approved by Planning Commission	0	1
Amendments approved by Planning Commission	0	0
Zoning District Boundary Adjustments ("ZDBA")		
ZDBA requests processed	24	12
Requests approved	24	12
Unilateral Agreement compliance Permit Reviews	228	200
PIM Revisions and Project Reviews		
Requests processed	3	7
Environmental Documents		
Environmental documents reviewed	40	62
Draft or Final Environmental Assessments	27	46
Environmental Impact Statements ("EIS") and EIS Preparation Notices	6	6
Pre-Consultation presentations for Environment Assessments	7	10
Budget Reviews		
Executive Branch projects reviewed	189	190
BWS projects reviewed	0	0

Planning Commission

The Planning Commission consists of nine members, is governed by the provisions of Section 13-103 of the 1973 Revised Charter of the City and County of Honolulu (2000 version) and primarily advises the Mayor, the City Council, and the Director on matters concerning the planning programs. They hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances. They also review, hold hearings, and take action on smaller state special use permits and state land use boundary amendments.

The Planning Commission performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Meetings held	11	0
Actions taken	14	14
Workshops held	0	0

LAND USE PERMITS DIVISION

DUTIES AND FUNCTIONS

The Land Use Permits Division (LUPD) is responsible for administering the Land Use Ordinance (LUO) and other regulations pertaining to land use within the City. The Division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permit applications. In addition, the Division processes shoreline management area permits, shoreline setback variances and minor shoreline structure permits. The LUPD is comprised of three branches: Urban Design, Land Use Approval, and Zoning Regulations and Permits.

ACCOMPLISHMENTS

Historically, LUPD has processed an average of about 600 land use permits per year. Between FY02 and FY07, the number of land use permits increased, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels. For example, for FY 04 and FY 05, there were approximately 700 LUPD land use permits issued. In FY06, the total land use permits issued decreased slightly to 582, but in FY 07, the total number of land use permits increased back up to 710. Similarly, the number of land use permit total for FY 08 decreased to 572 (perhaps as a result of the downturn in the economy), but the land use permit total for FY 09 increased back up to 752.

In addition to its regular permit review, other activities of the LUPD include the review and processing of LUO amendments. For example, in FY 09, the LUPD processed LUO amendment applications for miscellaneous sign regulations island wide and in Waikiki. The staff also spent a substantial amount of time on LUO amendments regarding transient vacation units, bed and breakfast homes, and plant nurseries (these proposed bills were transmitted to Council from the previous fiscal year). Also, LUPD was involved with discussions related to alternative energy (LUO amendments regarding wind machines and solar are also pending at Council) and assisted on the LUO amendments for transit-oriented development. Other proposed LUO amendments under review by the Division are:

- An amendment proposed by the City Council to allow fences up to 10 feet in height within the required yards in agricultural districts;
- An amendment proposed by City Council to amend the definition of meeting facility to include principal office facilities of homeowners associations;
- Two amendments proposed by City Council to allow additional signage for meetings facilities and sports activities;
- An amendment proposed by City Council to allow hotels as accessory to a major motion picture and television production studio; and
- Miscellaneous housekeeping amendments.

The LUPD processed or reviewed a number of applications for planning, zoning, or construction standard exemptions for affordable housing projects pursuant to Chapter 201H-38, Hawaii Revised Statutes. Review or processing was completed on three projects. Preliminary review was completed on four projects, and the processing of those projects has begun and will continue into the next fiscal year. The following table illustrates the diversity and the number of applications the LUPD completed:

The Land Use Permits Division performed the following major activities:

	FY08	FY09
Temporary Use Permits		
Applications Received	8	3
Applications Completed.....	8	3
Special Management Area Permits Major/Minor		
Applications Received	73	70
Applications Completed.....	70	67
Shoreline Setback Variances		
Applications Received	8	10
Applications Completed.....	11	7
Minor Shoreline Structures		
Applications Received	18	20
Applications Completed.....	17	19
Environmental Documents	21	25
Special Districts Major/Minor		
Applications Received	90	100
Applications Completed.....	88	98
Planned Development-Housing		
Applications Received	0	1
Applications Completed.....	0	1
Cluster Housing		
Applications Received	2	8
Applications Completed.....	1	7

Existing Use (Housing and Non-Residential)		
Applications Received	26.....	30
Applications Completed.....	23.....	27
Conditional Use Permits Major/Minor		
Applications Received	120.....	120
Applications Completed.....	119.....	117
Zoning Clearances		
Applications Received	172.....	166
Applications Completed.....	122.....	118
Plan Review Uses		
Applications Received	3.....	3
Applications Completed.....	1.....	1
Zoning Variances		
Applications Received	63.....	55
Applications Completed.....	38.....	52
Zoning Adjustments		
Applications Received	32.....	50
Applications Completed.....	32.....	46
Waivers		
Applications Received	75.....	80
Applications Completed.....	59.....	62
Modifications		
Applications Received	86.....	90
Applications Completed.....	58.....	61
Affordable Housing Projects		
Applications Received	7.....	7
Applications Completed.....	1.....	3
Design Advisory Committee		
Meetings.....	4.....	3
Number of projects reviewed.....	4.....	3
Hearings		
Zoning Variance.....	14.....	15
Special Management Area Permit/ Shoreline Setback Variance	16.....	8
Conditional Use Permit – Major.....	7.....	2
Site Plan Review	0.....	0
Planned Development-Housing.....	0.....	0
Special Districts	3.....	3
Other	1.....	2

Zoning Board of Appeals

The Zoning Board of Appeals (“ZBA”) is authorized by Section 6-1517 of the Revised Charter of the City and County of Honolulu 1973 (2000 Edition). The ZBA is governed by the provisions of Section 13-103 of the Revised Charter. The ZBA hears and determines appeals from the actions of the in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto.

The powers and duties of the ZBA are to hold contested case hearings in conformity with the applicable provisions of Sections 91-9, 91-10, and 91-11 of the Hawaii Revised Statutes. They shall sustain an appeal only if the ZBA finds that the Director’s action was based on an erroneous finding of a material fact, or that the Director had acted in an arbitrary or capricious manner, or had manifestly abused discretion.

The Zoning Board of Appeals performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Meetings.....	9.....	8
Appeals of Director’s actions.....	10.....	3
- Withdrawn or invalid	6.....	8
- Upheld appeal.....	0.....	0
- Denied appeal.....	2.....	1

BUILDING DIVISION

DUTIES AND FUNCTIONS

The Building Division enforces the building, electrical, housing, plumbing, energy, and zoning codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update, and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors. The Building Division is comprised of five branches: Building Code, Electrical Code, Mechanical Code, Research, and Zoning Plan Review.

ACCOMPLISHMENTS

Code Review

The Department is currently evaluating the 2006 Uniform Plumbing Code, the 2006 International Building and Residential Codes, 2006 Energy Efficiency Code, and the 2008 National Electrical Code for future adoption.

The City is currently using the 2003 edition of the International Building Code and Residential Code, 1997 edition of the Uniform Plumbing Code, and the 2005 edition of the National Electrical Code, which are updated and published every three years for various jurisdictions to review for adoption.

Streamlining Measures

As of this publication, there are 31 individuals and 7 firms certified by this Department to perform “third party” review.

487 projects were processed under the “third party” review program this fiscal year, as compared to 503 projects from the previous fiscal year, which represents a decrease of 16 projects or less by 3.2%. There were 443 third party review projects approved and were either completed or are under construction, compared to the 374 projects from the previous fiscal year, which represents an additional 69 projects or 18.45% increase.

The Division has continued its aggressive recruitment to fill vacant positions in both inspectors and engineers.

Activities for Fiscal Year 2009

The Department is also continuing its effort to update the building and plumbing codes through the process of reviews and adoptions of the 2006 International Building and Residential Codes, the 2006 Uniform Plumbing Code, and the 2008 National Electrical Code. In addition, review of Chapter 27, Revised Ordinances of Honolulu for updates to the existing Housing Code and the Chapter 32, Revised Ordinances of Honolulu for update to the 2006 International Energy Efficiency Code are under way.

The Plans Examining Section of the Building Code Branch reviewed 2,290 plans as compared to 1,828 from the previous fiscal year, which represents an additional 462 plans reviewed or an increase of 25.27% for this fiscal year. Included in these reviewed plans were Major and Minor Plans. Major plan reviews increased up to 802 as compared to 651 from the previous fiscal year, which represents an additional 151 major plan reviews or an increase of 23.2% this fiscal year. The number of minor plan reviews also increased up to 1,408 as compared to 1,177 from the previous fiscal year, which represents an additional 311 minor plan reviews or an increase of 26.42% for this fiscal year.

The Building Inspection Section of the Building Code Branch performed 76,166 inspections relating to codes under its jurisdiction, as compared to 75,601 from the previous fiscal year, which represents an additional 565 inspections or an increase of 0.75% for this fiscal year. Complaints handled by the building inspection unit of the Building Code Branch dramatically increased three times as much, up to 4,474 inspections as compared to 972 from the previous fiscal year, which represents an additional 3,502 requests for investigations by this unit alone or a whopping 360% increase for this fiscal year. There were 192 Certificates of Occupancies processed compared to 232 from the previous fiscal year, which represents a decrease of 40 or less by 17.24%. Also, 524 Notices of Violations were issued compared to 648 from the previous fiscal year, which represents a decrease of 124 or less by 19.14%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations included in this review is work authorized by permits issued without electrical plans. The Plans Examining Section of this Branch reviewed a total of 1,541 plans compared to 1,692 from the previous fiscal year, which represented a decrease of 151 or less by 8.92%. The Inspection Section of this Branch performed 31,041 inspections as compared to 31,660 from the previous fiscal year, which represented a decrease of 619 or less by 2%.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations included in this review is work authorized by permits issued without mechanical plans. The Plans Examining Section of this Branch reviewed a total of 1,310 plans compared to 1,820 from the previous fiscal year, which represents a decrease of 510 or less by 28%. Although the number of plans reviewed by the Plans Examining Section decreased, the Inspection Section of this Branch made up its difference with a healthy 30,267 inspections as compared to 25,111 from the previous fiscal year, which represents an additional 5,156 inspections for this section or 20.5% increase for this fiscal year.

The Zoning Plan Review Branch reviewed a total of 5,917 permit applications for signs and buildings, as compared to 6,528 from the previous fiscal year, which represents a decrease of 611 or less by 9.36%. This Branch also reviewed 405 other permit applications, compared to 395 from the previous fiscal year, which represents an additional 5 other permit applications this fiscal year or a 2.47% increase.

The Research Branch examined a total of 9 requests for the approval of materials used and/or method of construction for use in structures governed by the City's codes, with no change from the previous fiscal year, which had also processed 9 requests. This Branch processed 8 applications for the Building Board of Appeals as compared to 30 applications from the previous fiscal year; they also processed 13 special inspector applications as compared to 21 from the previous fiscal year.

The Department received two applications from individuals and certified two to be able to review projects as “third party” reviewers.

The Building Division performed the following major activities:

	Number of Permits and/or Requests Carried Over	Number of Permits or Requests Received	Number of Permits Completed	Number of Permits Voided and/or Denied	Number of Inspections Carried Over	Total Inspections Completed	Mileage Consumed
Building Code Branch, Inspection Section							
FY08	11,143	13,362	13,871	69	10,565	75,601	197,788
FY09	10,565	13,138	13,659	89	9,955	76,166	212,723
Electrical Code Branch, Inspection Section							
FY08	19,966	10,245	11,277	22	18,912	31,660	202,435
FY09	18,912	9,979	12,790	18	16,083	31,041	184,815
Mechanical Code Branch, Inspection Section (Plumbing)							
FY08	10,055	10,061	9,571	3	10,542	25,111	125,994
FY09	10,542	8,189	7,966	0	10,979	30,267	166,700

The Building Division performed the following major activities:

Building Code Branch, Plans Examining Section - Major Plans (\$50,000+) Under Review	FY08	FY09
Number Carried Over	374	366
Number Received	810	809
Review Completed	754	802
Projects Dropped	64	100
Projects Relogged	0	0
Carry Over	366	273
Zoning Plan Review Branch - Plan Reviews – Building and Sign Permits	FY08	FY09
Applications Reviewed	6,528	5,917
Other Permits/Applications Reviewed	395	405

Building Board of Appeals

The Building Board of Appeals (“Board”) was created by an ordinance established in October 1966. The nine members are appointed by the Mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board. Members must be qualified by training and experience to hear and resolve matters pertaining to building construction and fire safety. Four members must be registered engineers or architects, one must be experienced in electrical work, one in plumbing work, two in fire safety matters, and one member must be a general contractor.

In 1972, authority of the Board was extended to matters pertaining to the electrical and plumbing codes. The Board’s authority was further extended in FY75 to hear appeals from the suspension or revocation of permits; in FY78 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in FY80 to hear appeals from the decision of the fire official on matters pertaining to the Fire Code.

The powers and duties of the Board are to hear and determine appeals from the decisions of the building official or the fire official in the administration of the building, electrical, plumbing, and fire codes; hear and determine appeals for varying the application of building, electrical, plumbing and fire codes; hear and determining appeals from the decision of the building official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the building official under Section 27-10.2 of the Housing Code.

The Building Board of Appeals performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Number of Appeals Processed	30	8
Number of Appeals Heard	2	2
Number of Appeals Settled	21	6
Number of Appeals Pending	7	0

SITE DEVELOPMENT DIVISION

DUTIES AND FUNCTIONS

The Site Development Division is responsible for the review, approval, and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within the City’s rights-of-way; improvements to existing City infrastructure; and grading work. The Site Development Division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review and Wastewater.

Civil Engineering Branch

Duties and Functions

The Civil Engineering Branch is responsible for the administration of ordinances, rules and standards for road improvements, pavement and sidewalk design; reviewing drainage and construction plans for projects within the City's rights-of-way and site development work/projects on private properties; reviewing preliminary subdivision applications as well as reviewing and approving applications, reports, plans, and permits relating to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviewing requests and issuing variances for street encroachments, driveways, sidewalk finishes, and slope easements; reviewing work within drainage and flowage easements; inspecting projects under permits; reviewing submittals relating to construction materials and projects which would eventually be dedicated to the City and drainage standards; responds to inquiries and complaints related to grading and work in the City's rights-of-way; and coordinating matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements. The Civil Engineering Branch consists of the Project Review, and Permitting and Inspection Sections.

Accomplishments

The Project Review Section reviewed 1,435 plans, 276 subdivision applications, and 249 miscellaneous land use and permitting-related documents in this fiscal year. They continue to work with the Department of Environmental Services ("ENV") and their consultant, AECOM, to revise the soil erosion and drainage standards, and worked alongside other consultants to complete drainage master plans and reports for various development projects; attended meetings with other government agencies regarding proposed flood mitigation improvements for the Manoa watershed; and reviewed numerous geotechnical reports to address sensitive issues related to slope stability and rockfall hazards associated with new hillside developments this fiscal year.

In addition to contributing to the Project Review Section's ongoing efforts to revise the soil erosion and drainage standards, the Permitting and Inspection Section is also continuing its emphasis on inspections in compliance with the National Pollutant Discharge Elimination System's ("NPDES") construction best management practices and storm water quality treatment. All plan reviewers and inspectors from this Branch have completed the required annual training sessions for updated standards relating to the NPDES program this fiscal year.

In response to the additional standards applied to site inspections from the NPDES program, the Permitting and Inspection Section's number of inspections almost doubled to 24,860 this fiscal year, compared to the 18,392 inspections from the previous fiscal year. While the numbers of grading, trenching permits, surface encroachment variances, and NOV's issued remained fairly consistent compared with prior fiscal years, there were an additional 590 complaints this fiscal year, due to recurring issues and escalating public demands for City services. Decreases in the number of Subdivision and Ordinance 2412 projects inspected, as well as the decreasing total revenue collected from permit fees this fiscal year were mainly due to the continuing drop in the State's economy, as several construction projects were deferred, cancelled, or otherwise deemed infeasible. Additional information for this fiscal year showing the summary of performance for this Branch compared from the previous fiscal year is shown below:

The Civil Engineering Branch performed the following major activities:

	FY08	FY09
Construction Plan Submittals received	1,664	1,435
Preliminary Subdivision Applications reviewed	358	276
Other reviews	252	249
Dewatering Permits issued	2	2
Drain Connection Permits issued	92	82
Driveway Variance Applications	24	29
Driveway Application Fees collected	\$2,400	\$2,800
Drain Connection and Dewatering Permits	\$7,200	\$6,600
Grading Permits Issued (includes Grubbing and Stockpiling)	885	777
Trenching Permits issued	1,087	1,064
Permit fees collected	\$427,500	\$295,420
Major Complaints investigated/Reports prepared (non-permit-related)	1,384	1,974

Notices of Violation and Order for Grading (includes Grubbing and Stockpiling)

Violations issued	96	96
Permit inspections	18,392	24,860
Subdivisions/Ordinance 2412 projects inspected	142	91
Building Permits reviewed	9,061	7,614
Encroachment Variance Applications reviewed	83	119
Encroachment Authorization Fees collected	\$8,300	\$11,900
As-Built Plans filed	1,303	1,236

Subdivision Branch

Duties and Functions

The Subdivision Branch is primarily responsible for the review of plans for site development work and for compliance with subdivision and land use regulations. They are also responsible for the review and processing of applications and plans for compliance for

subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations, and flood hazard variances; serving as the City's coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City's responsibilities under the National Flood Insurance Program. Proper administration of this function allows the City and its residents to obtain flood insurance under the national program; coordinating the review of plans including infrastructure construction (i.e. new roads and utilities), work in existing rights-of-way, and grading.

Accomplishments

The Subdivision Branch received 258 new subdivision applications and 278 new construction plans this fiscal year, as compared to the 320 subdivision application and 321 construction plans reviewed from the previous fiscal year. This represents a decrease of 62 subdivision applications or less by 19.3% and a decrease of 43 construction plans or less by 13.3% compared from the previous fiscal year. From the 258 new subdivision applications received this fiscal year, the majority of them or 216 applications or 83.7% consisted mostly of easements, consolidations and two lot subdivisions. From the 42 applications left, three were for large residential subdivisions involving 100 or more lots for this fiscal year adding to the few that remained active from the previous year (Ocean Pointe and East Kapolei). There were a total of 866 proposed lots in this fiscal year, as compared to 1,041 from the previous fiscal year. This represents another decrease of 175 lots or less by 16.8% when compared from the previous fiscal year.

This Branch attributes the decline of the number of jobs as a direct result of the continuing slump in the State's economy, especially within the development and construction sector. Although the majority of these subdivision applications continues to involve only a few lots, these were normally in-fill developments which tended to be more complex and time-consuming for our engineers, requiring more of the City's resources, requesting for more detailed engineering reports and analyses not otherwise required for regular residential lots. These applications also involved lands that were zoned for other uses (i.e. multifamily, commercial, industrial and agricultural uses), where lots were likely to be larger but fewer when compared to regular single-family residential developments. Quite often the land also involves potentially hazardous slopes, different types of soils, flooding, or a lack of adequate infrastructure.

As a result of the reasons mentioned above, within this fiscal year, the slowdown in the development of the City of Kapolei and surrounding areas resulted in the approval of just one subdivision application for major roadways and infrastructure improvements (Kapolei Urban Core 4).

The Subdivision Branch performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Subdivisions/Consolidations/Easements/Site Development Plans		
Applications received.....	320	258
Actions taken	789	658
Withdrawn or closed	9	4
Rejected (incomplete)	6	4
Approved by Director	235	156
Denied by Director	6	4
Park Dedication Applications		
Applications received.....	43	37
Withdrawn or closed	0	2
Rejected (incomplete)	0	0
Approved by Director	18	21
Denied by Director	0	0
Flood Variances		
Applications received.....	8	7
Withdrawn or closed	0	2
Rejected (incomplete)	3	0
Approved by Director	5	2
Denied by Director	0	0
Other Applications Processed		
Street name applications	9	11
Flood determinations	19	16
Miscellaneous correspondence	37	55
Plans Received		
Construction plans (includes grading plans)	321	278



Mass and fine grading in a new subdivision development.

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes, and assesses proposals for new developments to determine possible traffic impacts and to establish traffic requirements needed to mitigate anticipated impacts to existing and/or proposed street networks; oversees overall development of streets and highways within the City; coordinates review and approval of street lights and traffic signal plans with other City Departments; reviews and approves traffic control plans that direct traffic around construction worksites; processes permit applications for intersection corner-wall variances, road-widening setback requirements, driveway configuration, and location; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layouts, including coordination of bonding estimates for traffic signs, pavement striping, street lights and traffic signals.

Accomplishments

The Traffic Review Branch continues to provide assistance with the development of the Drive Akamai program, revise the City's traffic standards, and assist with the construction details in this fiscal year; being involved with several major developments and projects, both new and ongoing, that included the review and approval of transportation master plans, traffic impact analysis reports, and construction plans; and providing review, comments, and/or recommendations for land use permits and community plans, some as follows:

- Allure Waikiki Project
- Costco Wholesale - Kapolei
- Disney Hawaii Resort and Spa
- East Kapolei II - DHHL
- Ewa by Gentry
- Ewa Makai Middle School
- Franciscan Vistas
- Honolulu Seawater Air Conditioning Project
- Kapolei City Urban Core Roads
- Kapolei Commons
- Kapolei Judiciary Complex
- Ko Olina Station and Center
- Koa Ridge - Makai
- Lowe's Iwilei Development
- Makaiwa Hills
- Maryknoll School Community Center
- Mehana at Kapolei
- Mililani Mauka Commercial Sites
- Ocean Pointe Master Plan
- Royal Kunia - Phase II
- Safeway Kapahulu
- Shriners Hospital for Children
- Target Honolulu West
- Trump International Hotel and Tower

- Turtle Bay Resort Master Plan
- University of Hawaii Long-Range Plan
- Waiawa Ridge Development
- Waikiki Shopping Plaza
- Ward Village Shop

The Traffic Review Branch performed the following major activities:

	FY08	FY09
Construction Plans reviewed/approved*	1,070	923
Land Use Permits/projects reviewed**	510	476
Building Permits approved.....	306	283
Subdivision Applications reviewed	410	372
Road-Widening Setback inquiries	852	769
Construction and Bond Estimate certifications.....	35	23

*Includes the review of traffic control plans for construction on City streets

**Includes the review permits for land use and the formal review of projects and proposals received by the Branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)



Initial construction for new subdivision roadway.

Wastewater Branch

Duties and Functions

The Wastewater Branch is responsible for the review of various land use applications with respect to the proposed development's impacts and requirements regarding the City's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the City's sewer system; review and approval of requests to connect to the City's sewer system, including the review and approval of Ohana permit applications; providing the approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters; review of proposals for future projects created by the Department of Design and Construction ("DDC"); submitting suggestions to the Standards Committee which is responsible for the revision of sewer standards; and consultation with developers and their engineers to determine the most suitable route for their off-site sewer work. The Branch provides assistance to other divisions within the Department with streamlining processes for

permits and providing information to the ENV for determination of the appropriate sewer service charges. In addition, the Branch is responsible for ensuring that all properties required to connect to the City's sewer system do so on a timely basis. The Branch is also responsible for maintaining the as-built drawings of all City sewer facilities and, as a result, requires this Branch to provide testimony on cases involving disputes between the City and private entities.

Accomplishments

The number of sewer connection permits issued in this fiscal year increased slightly, mostly due to the softening of the economy and the presence of larger and more complex developments in the Ewa area which required a substantial amount of time to review with fewer sewer connections. Overall, although the number of sewer permits increased, the total revenue collected decreased this fiscal year due to developers phasing their construction to accommodate the market. The number of sewer studies increased slightly in this fiscal year, and is attributable to fewer large developments, an increase in smaller projects such as second-home additions, and changes in the use of existing structures. In contrast, the numbers of proposed subdivisions decreased this fiscal year due to the scarcity of available subdividable land as the majority of proposed subdivisions were two or three lots and the creation of large parcels of land in the Ewa area for conveyance purposes only. The decrease in the number of construction plans reviewed this fiscal year were a result of these plans being complex, mostly for upgrading existing developments primarily for projects in the Kapolei Urban Core and Ewa Plain, which definitely required more time and resources for approval. The number of Ohana zoning applications reviewed in this fiscal year remains consistent compared to the previous fiscal year, although this type of construction was more economically feasible. There was an 80% decline in the number of sewer master plans submitted from the Ewa area in this fiscal year and the majority of developers postponing several major projects. The number of projects requiring land use approval increased in this fiscal year, due to inclusion of projects with potential development while requests for temporary use of holding tank facilities declined .

The Wastewater Branch was successful in their responsibility to process new connections in the Laie and Kalaeloa areas, collaborating with DDC and ENV to accept ownership of the new sewer system by collecting funds, initiating service work orders to install low-pressure sewer systems in the Laie area, as well as to advise ENV of proposed projects considering their comments for approval or denial, and to ensure that no proposed construction would conflict with any existing City force mains for this fiscal year.

The Branch also continues to make improvements to revise the City's sewer standards with ENV and DDC. Throughout this fiscal year, this Branch was able to complete approximately 90% of the digital scanning of its historical/current records/documents while working alongside with ENV personnel to index the scanned material to be more user-friendly. Unfortunately, the remaining 10% will need to be completed upon availability of funds.

The Wastewater Branch performed the following major activities:

	<u>FY08</u>	<u>FY09</u>
Sewer Connection Permits issued	363.....	385
Preliminary Subdivision Plans reviewed	352.....	277
Subdivision/Development Construction Plans reviewed.....	569.....	485
Sewer Adequacy Studies conducted	787.....	792
Ohana Applications reviewed.....	32.....	34
Adequacy and Private Developments evaluated	73.....	95
Master Plans evaluated/Engineering Reports	10.....	6
Holding Tank requests, Adequacy Transmittals.....	33.....	20
Wastewater System Facility Fees collected.....	\$5,033,013.10.....	\$3,447,635.35